

# Salacia

OF GREAT BRITAIN

## *Finance Manager*

Location: Wilsley Park Farm, Goudhurst Road, Cranbrook, TN17 2LJ

Hours: Monday – Friday, 08.00–17.00

Reports to: Managing Director

### *Role Context*

Salacia is an independent bathroom business operating across Retail, Trade and Projects from its base in Cranbrook, Kent. The business has grown steadily and is now entering a more structured phase of growth – with clear revenue targets, a developing leadership team and an increasing need for financial visibility, discipline and control.

The Finance Manager is a key hire. This role exists to give the Managing Director an honest, accurate and forward-looking picture of the business at all times – and to ensure the financial function runs to a standard that supports confident decision-making and sustainable growth.

### *The Role*

The Finance Manager is responsible for owning the day-to-day financial operation of the business – from management accounts and cash flow through to payroll, compliance and supplier control. This is a hands-on role in a business that moves quickly. The postholder will need to be equally comfortable in the detail and in the room where commercial decisions are made.

### *Core Responsibilities*

#### Financial Control & Reporting

- Produce accurate monthly management accounts, delivered on time without exception
- Maintain weekly and monthly cash flow forecasting and control
- Produce margin analysis across Retail, Trade Counter and Projects
- Manage payroll, commissions and bonus calculations accurately and on time
- Maintain balance sheet integrity – debtors, creditors, stock and accruals
- File VAT returns, statutory compliance, year-end preparation and liaison with external accountants
- Manage accounts receivable – ensure collections are timely and credit risk is controlled
- Ensure supplier payments are made accurately, on time and fully reconciled

#### Commercial Insight & Financial Partnership

- Translate financial data into clear, actionable commercial insight for the MD
- Evaluate the financial case for hires, capital spend, marketing investment and operational changes
- Support scenario planning for growth, risk and investment decisions
- Act as the financial conscience of the business – provide honest challenge when the numbers don't stack up
- Support commercial negotiations with suppliers on terms, rebates and payment conditions

#### Systems, Process & Financial Discipline

- Own budgeting, forecasting and rolling financial projections
- Tighten and improve finance processes, controls and reporting consistency
- Drive adoption of financial systems and reduce manual workarounds
- Improve data quality and visibility across the business
- Reduce friction between finance, sales and operations – ensure processes are clear and followed

#### Team & Function Leadership

- Lead and develop the accounts team, currently comprising one accounts administrators

- Set standards for accuracy, accountability and deadlines across the finance function
- Ensure the team has clear responsibilities and is supported to perform them well
- Build a finance function that the wider business trusts and relies on

#### General Responsibilities

- Maintain accurate records and follow internal processes
- Comply with all company policies and health and safety requirements
- Represent Salacia professionally at all times
- Respond positively to changing priorities and workload needs
- Undertake additional duties reasonably required to support the role

#### *About You*

- Qualified or part-qualified accountant (ACA, ACCA, CIMA or equivalent) with solid practical experience
- Proven track record in a finance role within an SME, growth business or accountancy practice
- Strong commercial awareness – able to think beyond the numbers and contribute to business decisions
- Hands-on and self-sufficient – comfortable owning the detail without a large team around you
- Direct and confident communicator – able to challenge the MD and senior leadership when the numbers require it
- Proficient with Xero or a comparable accounting platform
- Strong Excel and financial modelling skills
- Calm, organised and methodical under pressure
- Experience in retail, trade, construction or a projects-based environment – desirable
- Exposure to ERP systems and process improvement – desirable
- Experience supporting a founder-led business through a growth phase – desirable

#### *Standards of Performance*

- Management accounts produced accurately and on time every month
- Cash flow visible, controlled and forecast reliably
- Compliance obligations met without exception
- Financial insight is clear, honest and genuinely useful for decision-making
- Finance processes are tight, consistent and followed by the wider team
- The finance function operates as a trusted, well-run part of the business

#### *Key Performance Indicators*

- Management accounts delivered by agreed monthly deadline
- Cash flow forecast accuracy
- Debtor days and collections performance
- Margin reporting accuracy across all divisions
- Payroll and compliance delivered accurately and on time
- Quality and timeliness of financial reporting to MD

#### *Measures of Success*

- The MD has an accurate, current picture of business performance at all times
- Cash is managed tightly and surprises are rare
- The finance function is trusted, reliable and well-regarded internally
- Financial controls are strong and the business is compliant
- The postholder is a genuine commercial partner – not just a reporter of historical numbers